

Addendum No. 4
STATE FACILITY SOLAR POWER PURCHASE PROGRAM
REQUEST FOR PROPOSALS

RFP Released April 22, 2004

Date of this Addendum: July 12, 2004

ADDENDUM ISSUES:

2.1.3 Capturing Lower Peak Demand Charges (Optional) (page 16)

Q) Please provide an example of how the demand savings associated with my project can be incorporated into your price evaluation.

A) The goal is to allow bidders to include the \$ value of verified demand reduction/savings in their bid to the extent they feel an energy only bid does not provide sufficient revenue to support a financeable project.

If kW demand savings are bid, the **energy** bid must be structured as Energy Price Format #1 on Proposal Form 2A (a percentage discount to the otherwise applicable tariff), **AND** the percentage energy discount must equal 0% (i.e., 100% of the energy savings are paid to the bidder). In this situation, the savings to the host site will come only from **demand** savings. This structure is necessary to enable an apples-to-apples price comparison between solar bidders submitting energy-only prices, and those submitting prices seeking credit for demand savings. As actual demand savings cannot be verified in the bid evaluation process, this is the only way we could find to permit credit for demand savings to be compared on the same footing as an energy-only bid.

Please see the revised pricing spreadsheet called, **PriceProposalEvaluationSpreadsheet-Revised.xls**, available for download at:

http://www.capowerauthority.ca.gov/2004-1-SolarRFP_AdditionalDocs.htm

There are also three revised proposal forms (Proposal Forms 1, 2A & 2B) attached at the end of this addendum that incorporate the new language added to the RFP.

On page 16, change from:

It may be critical to the decision economics of some agencies to accurately assess if they can count on paying a reduced utility bill if the solar system avoids on-peak demand charges. The facilities in this RFP represent a wide spectrum of load profiles and operating hours. Some facilities have peak loads in the 12-2 p.m. time frame when solar production is typically at its best, while other facilities peak at 5-6 p.m. when the solar system may not produce significant demand savings. We invite bidders who so choose to present information on any solar demand reduction guarantees they offer, or alternatively what mitigation measures will be offered – such as integrating the solar system with load control systems, energy management systems, battery back up, or monetary guarantees. (Unless bidders verify that energy management control systems exist at each site, bidders should assume either these are not available or include them in your offer and pricing.) If a bidder intends to capture demand savings in the

billing method proposed, the bidder must propose an appropriate method for monitoring solar production at peak periods and calibrating this to the whole-building or facility load (or whole-campus load, as applicable) upon which utility demand billing occurs. If a bidder intends to include the value of demand savings, they need to reflect this benefit embedded in their energy price bid. Price evaluation is based on an energy-only calculation.

To:

It may be critical to the decision economics of some agencies to accurately assess if they can count on paying a reduced utility bill if the solar system avoids on-peak demand charges. The facilities in this RFP represent a wide spectrum of load profiles and operating hours. Some facilities have peak loads in the 12-2 p.m. time frame when solar production is typically at its best, while other facilities peak at 5-6 p.m. when the solar system may not produce significant demand savings. ~~We invite bidders who so choose to present information on any solar demand reduction guarantees they offer, or alternatively what mitigation measures will be offered—such as integrating the solar system with load control systems, energy management systems, battery back up, or monetary guarantees. (Unless bidders verify that energy management control systems exist at each site, bidders should assume either these are not available or include them in your offer and pricing.)~~ If a bidder intends to capture demand savings in the billing method proposed, the bidder must propose an appropriate method for monitoring solar production at peak periods and calibrating this to the whole-building or facility load (or whole-campus load, as applicable) upon which utility demand billing occurs.

If a bidder intends to include the value of demand savings in their bid price, they need to:

- a) indicate the level of demand savings (\$ of kW of peak demand) on the Price Proposal Calculation Spreadsheet (PPCS);**
- b) indicate the percentage of monetary demand savings they are providing to the host site on the PPCS;**
- c) include the demand reduction in their 90% guarantee; and**
- d) bid a zero discount for energy savings. This last requirement is to ensure bids can be measured “apples to apples” and reflects the fact that demand savings are only necessary to the extent energy savings alone will not generate a financially feasible project.**
- e) Finally, to ensure a reasonable expectation of achieving the proposed demand savings, prior to the selected solar bidder signing a contract with the host facility, a third party verification of the proposed demand savings will be required.**

2.4 GUARANTEE OF MINIMUM OUTPUT PERFORMANCE (page 17)

On page 17, change the following from (Note – Proposal Form 1 Technology Description, is located on page 10 of this addendum and Proposal Form 2A, is located on page 11 of this addendum):

The State wants to ensure that price bids are not “gamed”, and that each bidder offers its best and most accurate “value” to the nominated sites, as measured in expected power cost savings over the life of the contract. To protect against any inclination for a bidder to simply offer the lowest price for some “artificially-promised” kWh, each bidder must state a quantity of power they expect to deliver each year. Moreover, each bidder must be prepared to guarantee a

minimum output performance from the solar system over the course of each calendar year, at a minimum level equal to 90% of the stated expected performance output (See Bid Form 1).

To:

The State wants to ensure that price bids are not “gamed”, and that each bidder offers its best and most accurate “value” to the nominated sites, as measured in expected power cost savings over the life of the contract. To protect against any inclination for a bidder to simply offer the lowest price for some “artificially-promised” kWh (and kW, if applicable) reduction, each bidder must state a quantity of power, (expressed in kWhs, and also kW, if applicable) they expect to deliver each year. Moreover, each bidder must be prepared to guarantee a minimum output performance from the solar system over the course of each calendar year, at a minimum level equal to 90% of the stated expected performance output (See Bid Form 1 Proposal Form 1 - Technology Description and Proposal Form 2A). If you are bidding demand savings, the guarantee will apply to that demand savings, and NOT to the projected energy savings.

2.5 FORM OF PRICE BID (page 18)

On page 18, change from:

We request firm and specific bid prices for the specific first-round sites offered. This RFP seeks bids on a cents per kWh basis for 20-year delivery of solar power produced on-site, and optionally, for a 25-year delivery period. (See Proposal Form 2.)

To:

We request firm and specific bid prices for the specific first-round sites offered. This RFP seeks bids on a cents per kWh basis (and optionally, a percent sharing of demand savings) for 20-year delivery of solar power produced on-site, and optionally, for a 25-year delivery period. (See Proposal Form 2A.)

2.5.1 Price Bid Form Options (page 18)

On page 18, add the following language at the end of this section:

All price bids will be evaluated using the same retail energy-only price forecast benchmark method, described in Section 3.3, as this is applied to each specific facility and its base year power tariff.

For bidders who wish to include demand savings in their offer, there are several constraints that must be met:

- **A demand price bid requires that the energy price bid be structured as option a) above, such that the energy rate tracks the applicable tariff over the term of the agreement.**
- **Furthermore, the energy discount bid must equal 0%, resulting in an energy bid price equal to the otherwise applicable tariff.**
- **Finally, the demand price must be bid as a percentage reduction to the verified demand savings, pursuant to your proposed demand reduction calculation methodology.**

3.5 PROPOSAL PRICE REVIEW CRITERIA (page 25)

On page 25, change from:

Method of Determining Expected Present Value Savings of Each Proposal

The State of California desires to select systems, bidders, and prices that can be expected to produce the greatest total financial savings in power costs to the host sites. The price evaluation system rewards the combination of system efficiency, system performance and equipment durability, and pricing that produces annual power cost savings. The following elements comprise the price analysis:

- *Base year avoided retail tariff of host site (as per site's designated tariff, and current utility tariffs posted on web sites)*
- *Annual solar production expected by bidder*
- *Avoided retail bill for solar production (calculation)*
- *Solar bid price per kWh (from solar bidder)*
- *Expected solar bill (calculation)*
- *Expected solar savings (Calculation of Avoided retail bill less Expected solar bill)*
- *Annual expected change in solar system production (e.g. degradation, as specified by solar bidder)*
- *Annual escalation factor for retail tariff changes (from California Energy Commission)*
- *Annual escalation factor (if any) for solar bid price changes (from solar bidder)*
- *State discount rate (for calculating NPV) of 5 %*

The price analysis will consist of a net present value summation of the Expected Annual Solar Savings for:

- *the base 20-year required SPPA term,*
- *any additional savings from the last 5 years of the optional 25-year SPPA term*
- *any discount offered for providing solar power at all sites in an agency or institution-specific bundle of sites.*

Please see Price Bid Evaluation Form 2B (Excel file) for a Sample Bid Price Evaluation Spreadsheet.

As explained in Section 2.4, each bidder will be held to a minimum performance guarantee, with potential financial penalties for failing to achieve promised performance of at least 90% of what is offered. The State advises all bidders to consider very carefully how they quote "Expected annual solar performance" and "System performance/degradation factors" in their price bids.

To:

Method of Determining Expected Present Value Savings of Each Proposal

The State of California desires to select systems, bidders, and prices that can be expected to produce the greatest total financial savings in power costs to the host sites. The price evaluation system rewards the combination of system efficiency, system performance and equipment durability, and pricing that produces annual power cost savings. The following elements comprise the price analysis:

- Base year avoided retail tariff of host site (as per site's designated tariff, and current utility tariffs posted on web sites)
- Annual solar kWh (and kW, if applicable) production expected by bidder
- Avoided retail bill for solar production (calculation)
- Solar bid price per kWh (from solar bidder) (and percentage sharing of kW savings, if applicable)
- Expected solar bill (calculation)
- Expected solar savings (Calculation of Avoided retail bill less Expected solar bill)
- Annual expected change in solar system production (e.g. degradation, as specified by solar bidder)
- Annual escalation factor for retail tariff changes (from California Energy Commission)
- Annual escalation factor (if any) for solar bid price changes (from solar bidder)
- State discount rate (for calculating NPV) of 5 %

The price analysis will consist of a net present value summation of the Expected Annual Solar Savings for:

- the base 20-year required SPPA term,
- any additional savings from the last 5 years of the optional 25-year SPPA term
- any discount offered for providing solar power at all sites in an agency or institution-specific bundle of sites.

Please see ~~Price Bid Evaluation Form 2B~~ PriceProposal EvaluationSpreadsheet-Revised.xls (Excel file) for a Sample Bid Price Evaluation Spreadsheet.

As explained in Section 2.4, each bidder will be held to a minimum performance guarantee, with potential financial penalties for failing to achieve promised performance of at least 90% of what is offered. The State advises all bidders to consider very carefully how they quote "Expected annual solar performance" and "System performance/degradation factors" in their price bids.

5.4.1 Technology

On page 39, add the language shown at the end of this section in bold:

- Components contained in solar array or collector, inverter, and primary balance of system components, including all power conditioning equipment.
- Efficiency (both cells & systems)
- Total project size offered, described both in installed AC wattage (PTC) and expected solar energy production for sale to the host site (annual kWh)

A bidder must specifically describe the technology in detail (including expected system efficiency and output performance over time, using Proposal Form #1).

A bidder must describe its experience and qualifications as applicable to the technology proposal and the bidder's organizational team regarding proposal technology sourcing, design, installation and maintenance.

Proposal response should indicate the aggregate capacity of their completed projects for equivalent commercial installations.

A bidder shall, prior to contract signing, hire a third party to verify energy (and demand, if applicable) savings projections. Such verification will review the level of savings and the time of day and seasonal projections of savings. The goal is to ensure a reasonable expectation of achieving the proposed energy (or demand, if applicable) savings.

ATTACHMENT 5 –SOLAR POWER PURCHASE AGREEMENT

Section 25 – Bankruptcy (page 73)

Q) In the Solar Power Purchase Agreement in section 25, in the event of bankruptcy, you propose that the State have the option to terminate the SPPA, even if the bidder performs, which will NEVER be accepted by a lender. As long as the bidder performs during the bankruptcy, no matter what length of bankruptcy proceedings, the State should have NO right to terminate the SPPA because there would be NO impact to the State.

A) We have modified the language relating to the State's ability to terminate due to bankruptcy of the bidder. Please see the revised sections 8 and 25 (below) to the Solar Power Purchase Agreement.

On page 68, change from:

8. *Termination rights, Agency: Agency shall have the right to terminate the SPPA at any time on thirty (30) days written notice to Licensee, without further liability, if any of the following occur: a) If a Force Majeure event has occurred (as defined in Section 11 below); b) If Licensee files or is adjudged bankrupt (as defined in Section 25 below); or c) Upon an Event of Default by Licensee (as defined in Section 12 below).*

To:

8. **Termination rights, Agency: Agency shall have the right to terminate the SPPA at any time on thirty (30) days notice to Licensee, without further liability, if any of the following**

occur: a) If a Force Majeure event has occurred (as defined in Section 11 below); b) If ~~Licensee files or is adjudged bankrupt~~ fails to demonstrate the ability to perform under the SPPA or SLA following the filing or adjudication of a bankruptcy proceeding (as defined in Section 25 below); or c) Upon an Event of Default by Licensee (as defined in Section 12 below.)

On page 73, change from:

25. *Bankruptcy: If Licensee at any time after the execution of this SPPA files a voluntary petition in bankruptcy or is adjudged bankrupt either upon voluntary petition or petition of creditors of the Licensee which is not dismissed within ninety (90) days of its being filed, or should the Licensee seek, claim, or apply for any right, privilege, remedy, relief, or protection afforded by any statute or statutes of the United States related to bankruptcy or should it make an assignment for the benefit of its creditors, or should a receiver be appointed over, or should an attachment be levied and permitted to remain for a period of more than ninety (90) days following the levying of such attachment upon or against any right or privilege of this SPPA, then, upon the happening of any of these events, Agency shall have the option to terminate the SPPA upon thirty (30) days written notice to Licensee, without further obligation or liability under this SPPA.*

To:

25. **Bankruptcy: If Licensee or any approved assignee (as defined in Section 19 below) at any time after the execution of this SPPA files a voluntary petition in bankruptcy or is adjudged bankrupt either upon voluntary petition or petition of creditors of the Licensee or assignee which is not dismissed within ninety (90) days of its being filed, or should the Licensee or assignee seek, claim or apply for any right, privilege, remedy, relief or protection afforded by any statute or statutes of the United States related to bankruptcy, ~~or should it make an assignment for the benefit of its creditors,~~ or should a receiver be appointed over, or should an attachment be levied and permitted to remain for a period of more than ninety (90) days following the levying of such attachment upon or against any right or privilege of this SPPA, then, upon the happening of these events, Agency shall have the right to demand assurances of continued performance of the SPPA and SLA by Licensee or the approved assignee. If Licensee or any approved assignee fail to provide adequate assurances of continued performance of the SPPA or SLA, Agency shall have the option to terminate the SPPA upon thirty (30) days written notice to Licensee and any approved assignee without further obligation or liability under this SPPA.**

Additional Questions and Clarifications:

Q1) Can I tie my solar system into an existing energy management system to help ensure demand savings?

A1) In order to keep bids on an “apples to apples” basis, bidders may not tie their solar systems into a new or existing energy management system.

Q2) How do we determine availability and cost of water for ground leveling dust control at the prison site?

A2) The prison does have available water. The price for the water is \$3.17 per 1,000 gallons.

Q3) Transaction costs are disclosed in a chart on page 14 of the RFP. There are footnotes in the chart that I cannot find any where in the document. What do these footnotes say?

A3) The footnotes are shown in their entirety on the identical table on page 104 of the RFP. They are as follows:

1. CEQA compliance costs are based upon review and documentation level the Categorical Exemption level.
2. Construction inspection costs are for a full time inspector, including travel time to and from work site.
3. Security and Guarding costs are based upon the costs for one guard 5 days per week at 10 hours per day.

Q4) Please explain ongoing inspection activity that will cost \$4000/week, this seems excessive. What does it include, and why is it necessary?

A4) This assumes a full time inspector at \$100/hour and 40 hours per week. It is unlikely an inspector will need to be on site full time, but as we cannot know the actual time required of an inspector the estimate was made assuming a full time inspector. If less than full time is ultimately required, you will be charged the lower actual time.

Q5) What security costs at the prison will be incurred during ongoing maintenance & operation activities? Is there an hourly or daily rate? This information is required to estimate annual system maintenance.

A5) It is likely that a guard will need to be present during your ongoing maintenance and operation activities. You should assume \$35/hour for the number of hours required for your maintenance and operation activities.

Q6) For the Chuckawalla Valley prison, please provide or make available for viewing during the site visit the following:

- 1) Single Line drawing.
- 2) Site Layout drawing.
- 3) Site topographical drawings.

A6) Several drawings have been received from the Department of Corrections and are currently being scanned. The drawings will be posted in the next few days and available for downloading.

Q7) Regarding your Section 3.6 Confidential Or Proprietary Bidder Information -- As a private company we do not disclose our financial statements except to the lenders and investors we work with under confidentiality agreements. We would be unwilling to furnish financial statements as part of a bid package that could become public in its entirety. The requirement that bidders provide commitment letters from equity/debt sources should render this potential problem mute.

A7) Due to the nature of this Request for Bids and the limited rules allowing for confidentiality in a public bid process, we are not able to ensure information presented in your bid can be kept confidential.

Q8) Section 8 - Termination rights, Agency (page 68) (Under Budget Force Majeure)

In the Solar Power Purchase Agreement you propose to have an option under Force Majeure [section 8, page 68 & section 11, page 69] to terminate the SPPA in the event the State budget for utility expenses is not approved in any year, which is unacceptable due to the risk, especially since California has well-publicized and significant budget problems in recent years.

A8) Upon review of the language that requires an entire agency to go for 12 months without any budget appropriation for utility payments, we feel the language provides sufficient comfort that such an event is very remote. The State must abide by its constitutional requirement that it cannot be financially bound beyond its appropriation limits.

Corrected Question #9 from Addendum 3 issued July 1, 2004:

Add "not" to the answer as follows:

Q9) What if I need to change suppliers after I submit my bid?

A9) The State will allow a change in equipment supplier prior to installation, given shortages in PV modules and ongoing improvements in product. We will accept this as long as the output offered does **not** decrease, and the equipment to be installed still meets all other specifications and warranties originally requested. Those awarded contracts must ensure that all final design and installation documents conform to the actual equipment installed.

Proposal Form 1 Technology Description

Site: _____ (use separate Form 1 for each)

Location & Mounting Configuration: _____ (e.g. Roof, Carport, Open Field)

Description of Solar System Components Included in Design for this Site (Indicate manufacturer, model, size, type*, etc.)	Warranty Applicable
Photovoltaic Array (or other Solar Collector) Materials	
Inverters	
Balance of System Components	
Specialized Structural Materials	
General Notes	
The purpose of this Form is to enable State reviewers to quickly view the equipment offered. Bidder may submit supplemental information and specifications for each equipment item offered as a separate enclosure.	

* E.g. single crystalline silicon or CIS thin-film

Describe system configuration proposed for this site. (For a description of each site's system configuration, bidder may submit two additional pages for each site to characterize the proposed system location, footprint, elevation drawing, manner of mounting and attachment to site, and location of inverter, electrical connection, output meter, and other essential electrical equipment.)

Provide description of verified field data performance on an AC output basis (as per Attachment 2) for a similar system to the one bid here that you have installed. (E.g., specify system size using Attachment 2 rating criteria, actual annual solar output, and efficiency of the system's performance.)

Bidders shall, prior to contract signing, hire a third party to verify energy (and demand, if applicable) savings projections. Such verification will review the level of savings and the time of day and seasonal projections of savings. The goal is to ensure a reasonable expectation of achieving the proposed energy (and demand) savings.

Describe the output performance you quote for this site's installation. Quote:

- System efficiency measured at the output meter,
- Total expected annual solar power output production
- Annual degradation factor for the price period(s) bid

This same data also will be entered into your Proposal Price Form 2B.

Proposal Form 2A - Price Proposal Description - Page 1 of 3

[New text is **shaded** or **bold** and underlined below.]

Site _____

Type of System Proposal (Roof, Carport, Open-Field, and what kind mounting)

Narrative:

Please provide a narrative description of your proposed prices over the 20-year term. Bidder should indicate if the future prices are fixed, and if not, what factors will influence the price (e.g., consumer price index changes).

20-Year Bid Price *(Describe here and then insert your proposal terms into Proposal Form 2B - Bid Price Evaluation Spreadsheet – and submit both electronically and in hard copy of your proposal.)*

1. Form of Energy Price Offered	Formula Metric
Price Format #1 (discount from utility bill)	_____ % discount
Or Price Format #2 (Escalation formula) Base Year Price/kWh _____ Annual Escalation Factor (if applicable) _____	
Or Price Format #3 Base Period Price/kWh _____ Step increase schedule (if applicable) and formula for escalation _____	

State specific index to be used for any escalation factor: (e.g. Consumer Price Index, California Inflation, etc.)

2. Form of Demand Price Offered (Optional)	Formula Metric
Price Format (The only permitted price form is a discount from the demand portion of the utility bill)	_____ % discount

Note: if kW demand savings are bid, the energy bid must be structured as Energy Price Format #1, AND the percentage energy discount must equal 0% (i.e., 100% of the energy savings are paid to the bidder). In this situation, the savings to the host site will come from demand savings. This structure is necessary to enable an apples-to-apples price comparison between solar bidders submitting energy-only prices, and those submitting prices seeking credit for demand savings.)

This form is being used for bid evaluation and contract award purposes only. Bidders acknowledge and accept that any price payments made to them under this a PPA will abide by the prices offered here only to the extent that over the terms of the agreement the host site will never pay more in any year than the then-applicable electric service tariff from the local utility or energy service provider. This absolute prohibition of ever paying greater than the retail tariff applies regardless of any features of the price bid.

Proposal Form 2A - Price Proposal Description – Page 2 of 3

Optional 25-Year Bid Price *(Describe here and then insert your proposal terms into a separate Proposal Form 2B - Bid Price Evaluation Spreadsheet – and submit both electronically and in hard copy of your proposal.)* [New text is shaded or bold and underlined below.]

1. Form of Energy Price Offered	Formula Metric
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Price Format #1 (discount from utility bill)	_____ % discount
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Or Price Format #2 (Escalation formula) Base Year Price/kWh _____ Annual Escalation Factor (if applicable) _____

Or Price Format #3 Base Period Price/kWh _____ Step increase schedule (if applicable) and formula for escalation _____
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State the specific index to be used for any escalation factor: (e.g. Consumer Price Index, California State Treasury indicator, etc.)

2. Form of Demand Price Offered (Optional)	Formula Metric
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Price Format (The only permitted price form is a discount from the demand portion of the utility bill)	_____ % discount
---	------------------

Note: if kW demand savings are bid, the energy bid must be structured as Energy Price Format #1, AND the percentage energy discount must equal 0% (i.e., 100% of the energy savings are paid to the bidder). In this situation, the savings to the host site will come from demand savings. This structure is necessary to enable an apples-to-apples price comparison between solar bidders submitting energy-only prices, and those submitting prices seeking credit for demand savings.

Case #3 Multi-Site Price Discount (Optional) for all sites offered by _____ (agency or educational institution, including this site).

- Identify a discount either as a percentage of the base bid, or as a specified cent per kWh value:
- _____ This discount must apply uniformly to all sites in each agency or educational institution's bundle of sites offered in this RFP

Proposal Form 2A - Price Proposal Description – Page 3 of 3

The undersigned offers the following performance guarantee: [New text is **bold** and underlined below.]

Expected performance output: The quantity of power that bidder commits to deliver each year to this site is: _____ (state first year quantity **kWh or kW, as applicable**) with a _____ annual degradation factor.

Bidder guarantees a minimum output performance from the solar system each calendar year, at a minimum level equal to 90% of the expected performance output (**kWh or kW**). This production guarantee is based on the bidder's best estimate of the solar irradiance available at the host site. Penalty for failure to meet this level will be payment to the State, or the State's "self-crediting", of 1.0 times the expected savings missed, up to the 90% guarantee level.

Signed _____

Dated _____

Name of Individual _____ Name of Bidder _____

Proposal Form 2B - Price Proposal Calculation Spreadsheet

Bidders will complete a separate Price Proposal Calculation Spreadsheet (PPCS) for each system being proposed.

A downloadable electronic file in Microsoft Excel .XLS format can be found at the following link:

http://www.capowerauthority.ca.gov/2004-1-SolarRFP_AdditionalDocs.htm

A separate and distinct print-out of the spreadsheet file for each project being proposed will be included as Proposal Form 2B.

Bidders will also provide completed price proposal evaluation spreadsheets in electronic format for each project being proposed as follows:

- A separate and distinct electronic spreadsheet file for each project being proposed.
- Files for projects being proposed submitted in Envelop No. 2 on removable electronic media, either high density 3.5" floppy diskette or 5 ¼" Compact Disk ROM.
- Removable media to be submitted in duplicate.

Files will be named in accordance with the following convention, with the sections in bold modified for each file:

File name					Extension
Proposer	PPCS	Agency	Location	Project	XLS

For example, a hypothetical file name for the DGS Santa Rosa State Office Building submitted by the XYZ Company would be developed as:

File name					Extension
Proposer	PPCS	Agency	Location	Project	XLS
XYZ	PPCS	DGS	Santa Rosa	State Office Building	xls

with a final file name of: **"XYZ PPCS DGS Santa Rosa State Office Building.xls"**